

OPEN ENROLLMENT ALERT!!

2004 Open Enrollment for Health Insurance Benefits

This year's EUTF Health Benefits Open Enrollment Period is April 1, 2004 through April 30, 2004 for benefit coverage effective July 1, 2004. **If you plan to maintain your existing coverage, you do *not* need to submit an Open Enrollment (OE-1) form.** Your benefits will automatically rollover effective July 1, 2004. *If you are making changes*, you must submit the OE-1 form indicating your changes.

CHANGES AND REMINDERS

1. Your Open Enrollment information packet will be delivered to your personnel office between March 15 and March 22, 2004. Your packet will include a pre-filled OE-1 form, the Reference Guide for Active Employees and the Aetna Summary of Coverage documents. The pre-filled OE-1 will include information in our system as of March 1, 2004.
2. A stand-alone drug plan is now offered. If you choose this plan, you are not eligible to also enroll in a EUTF medical plan.
3. WHEN YOU COMPLETE YOUR OE-1 FORM, GIVE IT TO YOUR PERSONNEL OFFICE. DO NOT SEND YOUR OPEN ENROLLMENT FORM TO THE EUTF. WE NEED YOUR PERSONNEL OFFICE VALIDATION BEFORE WE CAN ACCEPT YOUR ENROLLMENT FORM.
4. The last day for submitting your open enrollment form to your employer is April 30, 2004. Your employer is defined as your personnel officer or the individual who is responsible for open enrollment forms in your section. LATE SUBMISSIONS WILL NOT BE ACCEPTED!

CHECK OUR WEBSITE: WWW.EUTF.HAWAII.GOV for more information.

Telephone: 808-586-7390

2004 OPEN ENROLLMENT HEALTH FAIRS FOR OAHU

Tuesday, April 6, 12:00 pm – 2:00 pm
UH - Kuykendall Auditorium 2:00 pm – 4:00 pm

Wednesday, April 7
Kapolei Hale Conference Room A/B, 7:00 am – 9:00 am
11:00 am – 1:00 pm
4:00 pm – 6:00 pm

Monday, April 12
State Capitol Auditorium

7:30 am – 9:30 am
11:00 am – 1:00 pm
2:30 pm – 4:30 pm

Tuesday, April 13
Kapolei Hale Conference Room A/B

7:00 am – 9:00 am
11:00 am – 1:00 pm
4:00 pm – 6:00 pm

Wednesday, April 14
State Capitol Auditorium

7:30 am – 9:30 am
11:00 am – 1:00 pm
2:30 pm – 4:30 pm

Thursday, April 15
UH - Kuykendall Auditorium
8:00 am – 10:00 am
10:00 am – 12:00 pm

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Tuesday, April 20
Room GT105, Leeward Comm College, 11:00 am – 1:00 pm
1:00 pm – 3:00 pm

Wednesday, April 21
Akoakoa 105, Windward Comm College 8:00 am – 10:00 am
11:00 am – 1:00 pm
1:00 pm – 3:00 pm

Thursday, April 29
Kapolei Hale Conference Room A/B

7:00 am – 9:00 am
11:00 am – 1:00 pm
4:00 pm – 6:00 pm